



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 266 দিশপুৰ, মঙ্গলবাৰ, 12 এপ্ৰিল, 2022, 22 চ'ত, 1944 (শক)

No. 266 Dispur, Tuesday, 12th April, 2022, 22nd Chaitra, 1944 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

HIGHER EDUCATION DEPARTMENT :: DISPUR

NOTIFICATION

The 6th April, 2022

No. ATE.109/2017/154.- In exercise of the powers conferred under sub-section (1) of section 36 and 35 of the Assam Women's University Act, 2013 (No. XXII of 2013), the Government of Assam Education department is hereby pleased to notify herewith the First Statute of the Assam Women's University Act, 2013 with effect.

CHAPTER-I

PRELIMINARY

Short title and commencement	1.	(1)	These statutes shall be called the Assam Women's University Statute, 2022.
		(2)	They shall come into force on the date of their publication in the Official Gazette.
Definitions	2.	(1)	In this statutes, unless the content otherwise requires,- (a) 'The Act' means the Assam Women's University Act, 2013 (ACT NO. XXII of 2013); (b) 'Section' means a section of the Act.
		(2)	Words and expressions used but not defined in these statutes shall have the same meaning as assigned to them in the Act.

CHAPTER-II

CONSTITUTION , STATUTES, POWER AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY

The following shall be the authorities/bodies of the university, namely:-

- (1) Court
- (2) Executive Council
- (3) Academic Council
- (4) Faculties
- (5) Board of studies
- (6) Finance Committee
- (7) Statutes Advisory Council
- (8) Planning Committee

Court

The Court

3. (1) **Power and duties:**

In addition to the powers given under section 18 of the Act the court shall consider the annual balance sheet prepared at the end of each financial year but not later than six months from the end of such financial year along with the Receipts and Payment Account, and Income & Expenditure Account, which all should be in conformity with the existing accounting practices as notified from time to time by various oversight committees, the Government of Assam and the Government of India. These should be held up for review by the Finance Committee before it is placed for scrutiny by the Executive Council and then for approval by the Court. Such audit report along with the audited financial statements shall form part of the annual report of the University and shall be placed in public domain for dissemination of information.

The Executive
Council

4. (1) **Meeting of the Executive Council:**

- (i) The meetings of the Executive Council may be convened as frequently as is found to be necessary by the Vice Chancellor, but it must meet at least thrice a year.
- (ii) For a meeting of the executive council to be commenced a notice at least prior to a week should be given.
- (iii) One third of the existing membership of the Executive Council shall form quorum for a meeting of the Executive Council.

(2) **Other power and duties:-**

- (i) It shall determine the form and regulate the use of the Common Seal of the University.

- (ii) It shall lay before the State Government annually a full estimate of the financial requirements of the University.
- (iii) It shall administer funds placed at the disposal of the University for any specific purpose including those given for the purpose of buildings, roads, tanks, pipelines and other structures of the University.
- (iv) It shall consider and approve the recommendation of the Academic Council for establishment of new Departments/Centers and Faculties which are not covered in the Act or these Statutes through Ordinance.
- (v) It shall approve the modalities and guidelines for conducting and publishing the results of the University examinations.
- (vi) It shall approve disciplinary Rules and Regulations for employees and students of the University in accordance with the Act, the Statutes and the Ordinances.
- (vii) It shall approve Policies, Rules and Regulations for managing and regulating the finances, accounts, investments, property, business and administrative affairs of the University, and for that purpose, to appoint such agents as it may think proper.
- (viii) It shall fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee.
- (ix) It shall invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investment from time to time.
- (x) It shall approve Policies and Rules and Regulations for entering into, varying, carrying out and cancelling contracts on behalf of the University.
- (xi) It shall approve Policies and Rules and Regulations for entertaining, adjudicating upon, and redressing grievances of the employees and students of the University.
- (xii) It shall approve Policies and Rules and Regulations for appointing examiners and moderators and, also for removing them, and to fix their fees, emoluments and travelling and other allowances, after considering the recommendations of the Academic Council
- (xiii) It shall make such special arrangements as may be necessary for the residence and welfare and security of students.

- (xiv) It shall consider and approve the delegation of powers of the Vice Chancellor to other officers or Bodies of the University.
- (xv) It shall examine and approve the recommendations of the Academic Council for instituting fellowships, scholarships, studentships, medals and prizes as per the policies and Rules and Regulations of the University approved by the Executive Council.
- (xvi) It shall exercise all other powers of the University and perform such other duties of the University for which no specific provisions have been made in the Act, these Statutes, the Ordinances and the Rules and Regulations.

Academic Council

5. (1) **Term of office:**

- (i) Except the Ex-Officio members, all other members shall hold office for a period of two years from the date of their election or nomination, as the case may be.
- (ii) When a person ceases to be a member of the Academic Council, he/she, shall ceases to be member of any of the authorities of the University of which he/she may happens to be a member by the virtue of his/her membership of the Academic Council.

(2) **Meetings of the Academic Council:**

- (i) Meetings of the Academic Council may be convened by the Vice Chancellor as frequently as is found to be necessary, but it must meet at least twice a year.
- (ii) A notice of at least about a week should be given for a meeting of the Academic Council.
- (iii) One third of the existing membership of the Academic Council shall form a quorum for a meeting of the Council.

Faculties

6. (1) **Constitution:**

Each Faculty Comprising the Departments and Centre(s) of similar fields shall consist of followings members namely:-

- (i) Dean of the Faculty;
- (ii) Heads of the Departments/Centre(s) under the Faculty;
- (iii) Such teachers of subjects assigned to the Faculty as may be appointed to the Faculty by the Academic Council;
- (iv) Such teachers not assigned to the Faculty but having, in the opinion of the Academic Council, an importance bearing on those subjects, as may be appointed to the faculty by the Academic Council provided that a teacher so selected shall hold office for a period of two years from the date of his/her selection;
- (v) Such other persons may be appointed to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects assigned to the Faculty in the form of adjunct faculty/ visiting faculty/ guest faculty, etc. as per UGC guidelines notified from time to time for strengthening the teaching and research activities in the Departments/Centres.

(2) **Powers and Duties/Responsibilities:-**

Subject to the provision of the Act, each Faculty shall perform the following duties namely:-

- (i) constitute Board of Studies in the departments under it;
- (ii) recommend to the Academic Council the Courses of Studies for different programmes proposed by the Boards of Studies of the Departments/Centres with the approval of the Board of Studies of the Faculty;
- (iii) recommend to the Academic Council after consulting the Boards of Studies of the Departments/Centres, the names of the Examiners/ Moderators in subjects assigned to the Faculty.
- (iv) recommend to the Academic Council the conditions for the award of Degrees, Diplomas and other distinctions.
- (v) encourage the research in subjects assigned to the Faculty.
- (vi) deal with any other matters referred to it by the Academic Council.
- (vii) Submit proposals for the establishment of Departments/Centres to the Academic Council.

(3) **Meetings of the Faculty:**

- (i) The Faculty shall meet as frequently as deemed necessary, but at least thrice a year. The meetings shall be convened by the Dean of the Faculty.
- (ii) The quorum for a meeting is one-third of the existing members

The existing Departments/Centres and Faculties of Assam Women's University are as follows, namely:-

(A) School of Humanities, and Social Sciences comprises following Departments,-

- (i) Assamese,
- (ii) Cultural Studies,
- (iii) English,
- (iv) Political Science,
- (v) Sociology,

(B) School of Education and Psychology comprises following Departments,-

- (i) Education;
- (ii) Psychology;

- (C) School of Business and Management Studies comprises Departments,-
 - (i) Economics,
 - (ii) Business management,
- (D) School of Hospitality, Tourism and Travel comprising Departments comprise following departments,-
 - (i) Tourism and Travel,
- (E) School of Media, and Mass Communication comprises following Departments,-
 - (i) Mass Communication and Journalism
- (F) School of Engineering and Technology comprises following Departments,-
 - (i) Information and Computer Science,
 - (ii) Library and Information Science.
- (G) School of Lifestyle and Design comprises following Departments,-
 - (i) Fashion Design and Technology
- (H) School of Health Science comprises following Departments,-
 - (i) Physiotherapy

Board of Studies

7. (1) **Constitution:**

The Board of Studies shall consist of following members, namely:-

- (i) Dean of the Faculty, Chairperson;
- (ii) Heads of the Departments under the Faculty;
- (iii) All Professors under the Faculty;
- (iv) One Associate Professor and one Assistant Professor of each Department nominated by the Vice Chancellor by rotation, on the basis of seniority or the Vice Chancellor thinks fit.
- (v) At least two, but a maximum of three members, who are leading academics in the discipline of the concerned Department, and who are not employees of the University or its Constituent College(s), if any; provided that at least one member is from outside the north-eastern region.

(2) **Term of Office:**

- (i) Except the ex-officio members and the Professors of the Faculty, other members shall hold office for a period of three years from his/her date of nomination.

- (ii) If the number of teachers in the Department is too small for rotation, the Vice Chancellor may re-nominate the earlier member, as he/she thinks proper.

(3) **Powers and Duties/Responsibilities:**

The Board of Studies shall exercise following powers and duties, namely:-

- (i) constitute one combined Under-Graduate and Post-Graduate Boards of Studies for each Department.
- (ii) recommend to the Academic Council on matters of introduction of new Programmes, Syllabi of various Programmes and revision of the existing Courses of Studies/Syllabi for different examinations, based on proposals from the Under-Graduate and Post-Graduate Boards of Studies from various Departments under it;
- (iii) recommend to the Academic Council the panel of question setters and examiners in subjects assigned to the Faculty as per proposals from the different Under-Graduate and Post-Graduate Board of Studies under it;
- (iv) recommend to the Academic Council the conditions for the award of Degrees, Diplomas and other Distinctions;
- (v) subject to overall policies and supervision of the Academic Council, explore the ways to facilitate the organization of strong research groups/activity in subjects assigned to the Faculty;
- (vi) deal with any other matter referred to the Faculty by the Academic Council;

(4) **Meeting of the Board of Studies;**

- (i) The Meetings of the Board of Studies shall be held as frequently as required, it shall meet at least twice in a year.
- (ii) The quorum of a meeting shall be one third of the existing members.

Finance Committee

8. (1) **Constitution:**

It shall consist of the following members, namely:-

- (i) Vice Chancellor, Chairperson;
- (ii) Two members elected from the Court from amongst its members;
- (iii) Two members elected by the Executive Council from its members;

(iv) Two members to be nominated by the State Government, one from the Finance Department and the other from the Education Department;

(v) Registrar;

(vi) Finance Officer, Member Secretary

(2) **Term of Office:-**

Save as otherwise provided and except ex-officio members, such other members shall hold office for a period of three years from the date of his/her nomination.

(3) **Powers and Duties/Responsibilities:**

The Finance Committee shall exercise following and duties, namely:-

- (i) examine the annual budget estimates and give advice and suggestions to the Executive Council thereon;
- (ii) make recommendations to the Executive Council relating to the Finance of the University;
to examine every proposal for new expenditures involving a
- (iii) sum or money exceeding rupees one lakh and to advice the Executive Council thereon;
- (iv) to review the financial position of the University periodically;
- (v) to recommend to the Executive Council for delegation of powers on limits for new expenditure to different functionaries of the University;
- (vi) to suggest in general the means for the improvement of the financial position of the University;
- (vii) to consider and recommend revision of grades of pay and grades of pay of new posts to the Executive Council;
- (viii) to deal with such other matters relating to the financial matters of the University as may be prescribed by the ordinances.

(4) **Meetings of the Finance Committee:**

- (i) The Finance Committee shall meet as frequently as is deemed to be necessary, but it must meet at least once in three months.
- (ii) A notice of at least one week shall normally be given for a meeting.

Planning
Committee

9. (1) **Constitution :**

The planning committee shall consist of following members, namely:-

(a) Vice Chancellor- chairman;

(b) Registrar as the Member Secretary;

- (c) Academic Registrar;
- (d) Finance Officer;
- (e) Superintending Engineer;
- (f) Senior most Dean ;
- (g) One Woman Member;
- (h) All Head of the Departments;
- (i) Two members from the Executive council.

(2) **Power and Duties/ Responsibilities**

The Planning Committee shall exercise following powers and responsibilities, namely:-

- (i) the overall planning of the development of the University in the perspective of five years;
- (ii) the delineation of desirable direction of growth;
- (iii) monitoring the implementation of programmes approved by the Executive Council; and
- (iv) assessing the overall performance of the University in achieving targets set for the Plan period.

Students' Advisory
Council

10. **Constitution:**

The Student's Advisory Council shall consist of the following members namely:-

- (a) One Chairperson to be nominated by the Vice-Chancellor from amongst the teachers of the University ;
- (b) The Director of Students Welfare ex-officio Treasurer;
- (c) President, Vice-President and Secretary of the University Post-Graduates Students' Union;
- (d) Five students one from each of the five activities mentioned below who have shown outstanding performance in the following activities to be nominated by the Vice-Chancellor, namely:-
 - (a) Sports;
 - (b) National Service Schemes;
 - (c) National Cadet Corps;
 - (d) Cultural activities;
 - (e) National Discipline Scheme;
- (e) The Director of Sports and Physical Education, if any;

- (f) The members of the Students' Advisory Council shall elect from amongst themselves the Secretary of the Council.

(2) **Term of Office:**

- (i) The term of office of the members of the Students' Advisory Council, other than ex-officio members shall be for a period of one year.
- (ii) The quorum to constitute a meeting of the Students' Advisory Council, the rules of procedures and conduct of business to be followed at a meeting, the period within which a meeting shall be called twice a year:

Provided that no student shall be eligible to be or continue to be a member of the Students' Advisory Council unless she is enrolled as a student or after she attains the age of twenty-seven years. A student member shall cease to be such member if she fails to pass at the next University Examination.

(3) **Powers and Duties/Responsibilities:**

The Council can exercise the following powers and duties, namely:-

- (i) to make recommendations to the Executive Council and the Academic Council in the matters effecting the Students' holistic development in so far as it concerns the students and the co-curricular and extra-curricular activities in the University.
- (ii) All rules effecting discipline, welfare, Sports, Library, Management of Hostels, extension work, social work, students health, National Service Scheme, N.C.C. etc., shall be placed before the Students' Advisory Council for its reviews before any decision is taken by the Executive Council.
- (iii) The Vice-Chancellor or any authority of the University may seek the views of the Students Advisory Council on any matter concerning the welfare of students.
- (iv) The Chairperson of the Students' Advisory Council shall be the authority to decide whether a matter does or does not concern the students.
- (v) The Students' Advisory Council shall frame its own rules and shall submit the same to the Executive Council for consideration and approval.

The Post Graduate
Board

11. (1) **Constitution:**

The Post-Graduate Board shall constitute with the following members, namely:-

- (i) the Vice-Chancellor;
- (ii) the Pro Vice Chancellor;
- (ii) Registrar;
- (iv) Academic Registrar;
- (v) six Professors and Heads of Departments of Post-Graduate Departments of the University elected by the Academic Council;
- (vi) two members of the Academic Council who are not Professors or Heads of Department of the University;
- (vii) four renowned academicians who may or may not be professors of the University to be nominated by the Vice-Chancellor; and
- (h) one member of Examination Committee to be nominated by the Vice-Chancellor

(2) **Powers and duties/responsibilities:**

The Board shall exercise the following powers and responsibilities, namely:-

- (i) to approve the curricula and syllabi for post – Graduate courses and to modify them when necessary, after considering the recommendations of the Boards of Studies.
- (ii) to recommend to the Academic Council the pattern of Post-Graduate courses, the examinations to be held for such courses, and for the their revision
- (iii) to recommend to the Academic Council for the institution and award of fellowships, scholarships, prizes, honorary degrees and other awards or other academic distinctions and for the institution of conferring of degrees, diplomas, titles, certificates and other academic distinctions in the post graduate courses on the basis of examinations and for the withdrawal thereof for approval by the Executive Council.
- (iv) to make recommendations to the Executive Council for the institution of professorships associate professorship, lectureships, other posts of teachers required for the post-Graduate courses and for the recognition of persons as teachers of the University for such courses, and regarding their emoluments, duties, and terms and Conditions of their services, approval by the Executive council.

- (v) to recommend to the Academic Council the conditions for the admission for students to Post-Graduate courses, and to make regulations for their attendance and progress, approval by the executive council.
- (vi) to make Regulations in regard to the residence, discipline of students in the departments and the constituent colleges, and institutions imparting Post-Graduate courses and for the promotion of their health and welfare.
- (vii) to make recommendations to the Executive Council regarding the allocation of funds to the Post-Graduate departments and institutions engaged in instruction in Post-Graduate courses or research, and to the libraries, laboratories, museums.
- (viii) to review the works of the Post-Graduate Departments and research and to call for report thereon, and to take all steps necessary for the improvement of standard of research and teaching.
- (ix) to consider the measures suggested by Academic Council on any matter affecting the academic work of the University and to express its views on them, to consider any matter referred to it by the Executive Council or the Academic Council and to submit reports thereon to the Executive Council or the Academic Council, as the case may be,
- (x) to approve the panels of the examiners for Post-Graduate Examinations, with or without modifications, after considering the recommendations of the Boards of Studies.
- (xi) to promote research within the University and to make regulations governing research degrees, and to appoint committees. And to fix their terms of reference, in regard to any matter within the jurisdiction of the Post-Graduate Board.
- (l) to appoint committees, and to fix their terms of reference, in regard to any matter within jurisdiction of the Post-Graduate Board.

Under Graduate
Board

12. (1) **Constitution:**

The Under-Graduate Board shall consist of following members, namely,-

- (a) the Vice-Chancellor,
- (b) the Pro Vice Chancellor,
- (c) Registrar
- (d) Academic Registrar
- (e) three persons from among the Professors and the Heads of Departments of the Departments engaged in under graduate courses of the University elected by the Academic Council.

- (f) three persons who may or may not be members of the Academic Council, nominated by the Vice-Chancellor
- (g) Two Heads of Departments of Undergraduate Courses.

(2) **Powers and Duties/Responsibility:**

The Board shall exercise following powers and responsibility, namely:-

- (i) to recommend to the Academic Council the pattern of courses and examinations for the Under-Graduate courses and the revision thereof,
- (ii) to make recommendations to the executive council for the institutions of professorships Associate Professorship, Assistant professors or other-posts of teachers required for the Under-Graduate courses in the University and the constituent collages and for the recognition of persons as teachers of the University for such courses and regarding their emoluments, duties and term and conditions of services,
- (iii) to make recommendation to the Executive Council for the award of scholarships, prizes and other awards and for the conferment of degrees, diplomas, titles, certificates and other academic distinction in Under-Graduate courses,
- (iv) to approve the curricula and syllabi for the Under-Graduate courses and to modify them, when necessary, after considering the recommendations of the Boards of Studies concerned,
- (v) to make recommendations to the Executive Council regarding the allocation of funds to the constituent colleges and institution and to the departments imparting instructions in Under-Graduate courses,
- (vi) to review the work of the under-graduate departments and collages and institutions imparting instructions in under-graduate courses, to call reports thereon and to take steps necessary for the improvement of the standard of teaching and other affairs therein,
- (vii) to recommend to the council the conditions for the admission of students to under-graduate courses and to make regulations for their attendance and progress,
- (viii) to approve the panels of examiners for under-graduate examinations, with or without modifications, after considering the recommendations of the board of studies and to modify the same at any time after consultation with the board of studies, to make

regulations in regard to the residence, health and discipline of the students in under-graduate courses, to consider the measures suggested by the academic council on any matter affecting the academic work of the university and to express its views on them, to consider any matter referred to it by the executive council or the academic and to submit report thereon to the executive council or the academic council as the case may be, and

- (ix) to appoint committees, and to fix their terms of reference, in regard to any matter with the jurisdiction of the under-graduate board.

CHAPTER-III

Chancellor The Hon'ble Governor of Assam shall be Chancellor of the Woman University and shall exercise such powers as entrusted by the Act

The powers and functions of the Chancellor

13. In addition to the provisions contained in section 11 of the Act the Chancellor shall exercise the following other powers and functions, namely:-

- (1) The Chancellor by virtue of his Office shall be Executive Head of the University and shall be present and preside at any convocation of the University.
- (2) Proposal for conferring honorary degree shall be with the confirmation of the Chancellor
- (3) The Chancellor as the Head of the University shall have the power to suspend the activities of the various authorities of the University as and when circumstances so demand and vest all powers and functions of these authorities in her/his own hand or to control the affairs of the authority or authorities so suspended in such manner and for such a period as deemed fit and reasonable by her/him.

CHAPTER-IV

Vice – Chancellor
Service Condition

Appointment powers and functions of the officers of the University

Term and service condition:

Power and Functions:

14. (1) Emoluments and other conditions of service of Vice-Chancellor shall be determined by the Chancellor.
- (2) In addition to the provisions contained in section 11 of the Act, the Vice-Chancellor shall exercise following powers, namely:-
- (a) It shall be the responsibility of the Vice-Chancellor to see that the academic standards of the University including the Board of studies and post-Graduate Board in accordance with the provisions of the Act, the Statutes, the Ordinance and the Regulations;

- (b) In order to carry out the duties and the responsibilities prescribed in clause 3.5 above, the Vice-Chancellor shall have the right to inspect or visit or cause to be inspected any department of teaching in the University and other institutions maintained or managed by or affiliated to the University any Regional Center and Study Center under the University and submit or cause to be submitted a report to the Academic Council /Board of Management for appropriate action,
- (c) The Vice-Chancellor shall ensure the efficient maintenance and management of all properties, endowments and equipments of the University and proper use of the available space of the University , and shall issue instructions for the purpose from time to time, as he/she may deem necessary;
- (d) In absence of Chancellor shall preside over meetings of the court and any convocation of the University.
- (3) The Vice-Chancellor shall also have the following powers;-
 - (a) to arrange for opening and operating necessary Accounts on behalf of the University in a Bank approved by the Board of Management;
 - (b) to sanction recurring and non- recurring expenditure chargeable to various heads;
 - (c) to sanction absence from duty beyond the permissible limit of the officers and other employees;
 - (d) to accord administrative approval to project and sanction expenditure for the purpose;
 - (e) to delegate the powers of signing cheques for drawal of funds from the Bank to any office or employee subject to the concurrence of Board of Management.
 - (f) to delegate to any officer or employee financial and other powers if and when necessary.
 - (g) The Vice-Chancellor shall exercise such other powers as may be prescribed by other Ordinance or Regulation of the University.

CHAPTER-V

Term of office:

Pro-Vice
Chancellor

15. (1) The Pro-Vice Chancellor shall hold the Office for a maximum period of three years, or till the date she/he attains the age of superannuation, whichever is earlier.
- (2) The appointment is co-terminus with the term of the Vice Chancellor.

Conditions of Service:

16. (i) The Pro-Vice Chancellor shall be eligible for re-appointment.
- (ii) She/he shall be entitled to an additional allowance of rupees five thousand (Rs. 5000) only per month or the revised amount as fixed by the Executive Council during her/his/her tenure along with his/her normal monthly salary.
- (iii) She/he shall discharge the Pro-Vice Chancellor's duties and responsibilities as additional to his/her primary duties in the concerned Department, but her/his/her work load should be taken care of.
- (iv) If a regular Professor of other Higher Education Institution (HEI) is appointed as the Pro-Vice Chancellor as per provision of The Act, she/he shall discharge the duties of the Pro-Vice Chancellor along with the duties of a professor in her/his/her respective department of the University.
- (v) The Pro-Vice Chancellor shall be governed by the rules applicable to teachers of the University.

Powers and Duties:

- (3) The Pro-Vice Chancellor shall exercise the following duties, namely:-

- (i) as a member of all Statutory Bodies.
- (ii) discharge all the responsibilities assigned to her/him/her by the Vice Chancellor.

Mode of Appointment:

- (4) (i) The Vice Chancellor shall appoint one Pro-Vice Chancellor, under intimation to the Chancellor, from amongst the Professors of the University or the regular Professor of any other Higher Education Institute (HEI).

CHAPTER-VI**Term of Office:**

Registrar

17. The Registrar shall be a whole-time salaried officer of the University who shall hold office for a period of five years or till he/she attains the age of superannuation, whichever is earlier.

Conditions of Service:

18. (1) The Registrar shall be eligible for re-appointment.
- (2) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rule of the Government of Assam.

- (3) Whenever there is any temporary vacancy in the Office of the Registrar by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the Registrar during his absence.

Powers and Duties/Responsibility:

19. (1) The Registrar shall exercise following duties, namely:-
- (i) report to the Vice Chancellor and he/she shall carry out his/her duties under the direction of, and in consultation with, the Vice Chancellor.
 - (ii) be the ex-officio Secretary of the Court, the Executive Council, and the Construction Committee:
Provided that, notwithstanding anything contained in the Act, the Executive Council may, either for special purpose or in general, appoint any other officer of the University as Secretary.
 - (iii) receive all communications regarding administrative, legal, establishment, construction and RTI related matters which in general shall be addressed to and on behalf of the University.
 - (iv) keep the minutes of all the meetings of the Court, the Executive Council, the Construction Committee and of any Committee appointed by the authorities of the University wherein he/she is the Secretary.
 - (v) be the custodian of the records, common seal and such other properties of the University as the Executive Council shall commit to his/her charge and to manage such properties.
 - (vi) sign and verify all appointments, contracts and agreements including MoU entered into on behalf of the University
 - (vii) Act as the Secretary of such other committees as may be entrusted by the statutes.
 - (viii) conduct the official correspondence of the Court and the Executive Council.
 - (ix) issue all notices convening meetings of all such Committees or Councils or Boards of which he/she is the Secretary.
 - (x) arrange for or superintend the examinations of the University, if the situation warrants, as per direction of the Vice Chancellor.
 - (xi) perform such other duties as may, from time to time, be prescribed by the Statutes, the Ordinances or the Rules and Regulations, or as maybe entrusted by the Executive Council or the Vice Chancellor as and when required.

- (xii) represent the University in any Court of Law in suits and proceedings by or against the University, sign powers of attorney and verify pleadings or depute his/her representative for the purpose and to sue any party for any liability to the University and for breach of any contract entered into with the University.

(2) The Register shall exercise following powers namely:-

- (i) He/she may initiate disciplinary action against any non-officer level employee for any act of indiscipline, including but not limited to violations of rules and regulations of the University. If the Registrar deems it to be necessary that immediate action be taken, he/she may suspend an employee pending an enquiry, administer a warning to him/her, impose on him/her the penalty of censure or the withholding of an increment. However, no punitive action should normally be taken unless there has been a due process of enquiry and the person concerned has been given adequate opportunity to respond to the memo/show cause notice/charges against him/her. Under such circumstances, an appeal may be made by the aggrieved party to the Vice Chancellor against an order of the Registrar imposing any penalty.
- (ii) In case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice Chancellor along with his/her recommendations:

Provided that an appeal may be made by the aggrieved party to the Executive Council against an order of the Vice Chancellor imposing any penalty.

- (iii) He/she shall be responsible for the overall management, maintenance and upkeep of the University estate, including all buildings, roads, gardens, land and boundary walls
- (iv) He/she shall be the custodian of all records of land and buildings.

Mode of Appointment:

- 20. (1) In the event of permanent vacancy arises on completion of the term or superannuation, post of the Registrar shall be advertised. The selected candidate shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (2) The appointment of the Registrar must conform to the prevailing norms laid down by the University Grants Commission.

- (3) The first Registrar may be deputed by the Government from among the Joint Secretaries of Government of Assam.

Finance Officer

21. (1) **Term of Office:**

The Finance Officer shall be a whole-time officer of the University for a period of five years or till he/she attains the age of superannuation, whichever is earlier.

(2) **Conditions of Service:**

- (i) The Finance Officer shall be eligible for re-appointment.
- (ii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per guidelines of University Grants Commission adopted by the Government of Assam.
- (iii) He/she shall be on probation for the first one year of his/her appointment; his/her performance shall be reviewed before the probationary period is over, after which he/she may be confirmed for the rest period of the tenure
- (iv) Whenever there is any temporary vacancy in the Office of the Finance Officer by reasons of leave, illness or other causes, the Chancellor may, on recommendation of the Executive council, ask the Registrar to perform the duties of Finance Officer.

(3) The Finance Officer shall exercise following power and duties namely:-

- (i) exercise general supervision over the funds of the University and advice in regard to its financial policy.
- (ii) be responsible for the preparation of the financial proposal of the University. He/she shall also be responsible for the preparation of the balance sheet of the University at the end of each financial year.
- (iii) subject to the control of the Executive Council, manage the investments of the University including trust and endowed amounts; and be responsible for the preparation of the annual estimates and statements of the Accounts, in consultation with the Vice Chancellor and for their presentation to the Executive Council.
- (iv) be responsible for proper maintenance of the accounts and submit the monthly update of all financial accounts to the Vice Chancellor.
- (v) keep a constant watch on the state of the cash and bank balances and on the state of investments.
- (vi) watch the progress of the collection of revenue and advise on the methods of collection employed.

- (vii) ensure that the Asset Registers of all furniture, fixtures, fittings and equipment are maintained up-to-date and that physical stock-verification of equipment and other non-consumable materials in all offices, departments, laboratories in the University and Constituent College(s), if any, are conducted.
- (viii) subject to the power of the Executive Council, be responsible for ensuring that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and all moneys are expended for the purpose for which they are generated.
- (ix) be responsible for Audit of Accounts of the University at least once every year and at the interval of not more than fifteen (15) months by the Examiner, Local Accounts.
- (x) be the ex-officio Secretary of the Finance Committee and keep the minutes of the Finance Committee meetings.
- (xi) perform such other financial functions as may be assigned to his/her by the Executive Council and/or the Vice Chancellor or as may be prescribed by these Statutes and/or the Ordinances and Rules and Regulations:

provided that the Finance Officer shall abide by the limits set by the Finance Committee and the Executive Council.
- (xii) seek explanation for any unauthorized expenditure and for other financial irregularities and accordingly report the same to the Vice Chancellor for necessary action.
- (xiii) seek from any office, Centre, Department, Laboratory, Constituent College(s), if any, of the University any information or returns that he/she may consider necessary for the performance of his/her duties.
- (xiv) The receipt for any money payable to the University shall be made by the Finance Officer or by the person(s) duly authorized on his/her behalf by the Executive Council or the Vice Chancellor, as per the Rules and Regulations.
- (xv) ensure that all tax deductions are correctly made, the amounts are deposited as per Government norms and tax deduction certificates are issued on time.
- (xvi) unless otherwise stated, issue and sign the salary certificate for each employee, and ensure that all estimates are correctly made, including all deductions, and be responsible for implementing the pension scheme as per Government of Assam norms and decisions of the Executive Council. He/she shall also be responsible for

sending pension and leave salary contributions for those on deputation/lien as per Government norms and decisions of the Executive Council.

- (xvii) exercise such other powers as may be prescribed by the Statutes and the Ordinances; provided, that the Vice Chancellor may, in consultation with the Chancellor, ask the Registrar or any suitable Officer of the University to perform the duties of Finance Officer in case of any casual vacancy of the latter.

(4) **Mode of Appointment:**

- (i) The Finance Officer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Finance Officer should also be as per prevailing norms of the University Grants Commission.

Academic
Registrar

22. (1) **Term of Office:**

The Academic Registrar shall be a whole-time officer of the University for a period of five years or till he/she attains the age of superannuation, whichever is earlier. The post is equivalent to the rank of Professor.

(2) **Conditions of Service:**

- (i) The Academic Registrar shall be eligible for re-appointment.
- (ii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per guidelines of University Grants Commission adopted by the Government of Assam.
- (iii) He/she shall be on probation for the first one year of his/her appointment; his/her performance shall be reviewed before the probationary period is over, after which he/she may be confirmed for the rest of the period of the tenure
- (iv) Whenever there is any temporary vacancy in the Office of the Academic Registrar by reasons of leave, illness or other causes, the Chancellor may, on recommendation of the Executive council, ask the Registrar to perform the duties of the Academic Registrar.

- (3) The Academic Registrar shall perform following power and Duties/Responsibilities, namely:-

- (i) exercise general supervision over the academic activities of the University and advise in regard to its academic policy.
- (ii) be responsible for the preparation of the Academic calendar of the University. He/she shall also be responsible for the proper functioning of the academic programmes of the University.
- (iii) be responsible for preparation of agenda of the Academic Council and assist the Vice Chancellor in conduct of the Council's meeting.
- (iv) act as the ex-officio Secretary of the Academic Council and the Research Council and be responsible for proper maintenance of the minutes of the meeting:

Provided that, notwithstanding anything contained in the Act, the Executive Council may, either for special purpose or in general, appoint any other officer of the University as Secretary.

- (v) keep all academic records of students including course registrations and students' research programmes.

(4) Mode of Appointment:

- (i) The Academic Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairperson and two other Executive Council Members, for a period of one year in the first instance. He/she shall be a whole-time salaried officer of the University and be appointed by a written order. In case his/her appointment has been continued for over a period of one year, he shall be deemed to be on probation for a period of one year (Commencing from the date of his/her first appointment) within a continuous period of two years. The written order of his/her appointment shall be lodged with the Vice-Chancellor:

Provided that it shall be competent for the Executive Council to extend the period of probation by a period not exceeding one year for good and sufficient reasons.

- (ii) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership to the post to which he/she has been appointed.
- (iii) If the appointing authority decides that the incumbent is suitable for full membership, it shall, as soon as possible, issue an order declaring him/her to have satisfactorily completed his/her probation. After the issue of such an order, he shall be confirmed by a written order.

Controller of
Examinations

23. (1) **Term of Office:**
The Controller of Examination shall be a whole-time officer of the University for a period of five years or till he/she attains the age of superannuation, whichever is earlier.
- (2) **Conditions of Service:-**
- (i) The Controller of Examination shall be eligible for re-appointment.
 - (ii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per guidelines of University Grants Commission adopted by the Government of Assam.
 - (iii) He/she shall be on probation for the first one year of his/her appointment; his/her performance shall be reviewed before the probationary period is over, after which he/she may be confirmed for the rest period of the tenure
 - (iv) Whenever there is any temporary vacancy in the Office of the Controller of Examination by reasons of leave, illness or other causes, the Chancellor may, on recommendation of the Executive council, ask the Registrar to perform the duties of Controller of Examination.
- (3) **Power and Duties/Responsibilities:**
The Controller of Examinations shall exercise the following power and duties, namely:-
- (i) be responsible for arranging and conducting the examinations of the University and make appointments of Paper Setters, Moderators, Examiners, Scrutinizers, Tabulators and such other persons as may be necessary for conducting examinations under the guidance and direction of the Vice Chancellor;
 - (ii) be responsible for appointing Zonal Officers and such other persons as may be necessary for conducting examinations under direction of the competent authority;
 - (iii) be responsible for notifying the dates of various examinations as may be fixed by the Examination Committee/Executive Council;
 - (iv) be responsible for admitting eligible candidates to various examinations of the University as per relevant rules prescribed in the concerned Regulation;
 - (v) be responsible for publishing the results of the various examinations in the manner as may prescribed by the Examination Committee/Executive Council;

- (vi) be responsible for enforcing disciplinary action against the candidates for violation of prescribed rules in the Examination Halls;
- (vii) be responsible for the custody of all important registers and records concerning the examinations Assam Women's University;
- (viii) be responsible for all matters connected with examination reforms and for bringing about innovations in the examination of the University with a view to keeping the system at par with other leading Universities
- (ix) act as the ex-officio Secretary of the Examination Committee and shall keep the minutes thereof be responsible for any other relevant matters relating to examinations as may be so assigned to him/her either by the Vice Chancellor or the Executive Council from time to time.

4. **Mode of Appointment:**

- (i) The Controller of Examinations shall be appointed by the Executive Council on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairperson and two other Executive Council Members, for a period of one year in the first instance. He/she shall be a whole time salaried officer of the University and be appointed by a written order. In case his/her appointment has been continued for over a period of one year, he/she shall be deemed to be on probation for a period of one year (Commencing from the date of his/her first appointment) within a continuous period of two years. The written order of his/her appointment shall be lodged with the Vice-Chancellor:

Provided that it shall be competent for the Executive Council to extend the period of probation by a period not exceeding one year for good and sufficient reasons.

- (ii) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership to the post to which he/she has been appointed.
- (iii) If the appointing authority decides that the incumbent is suitable for full membership, it shall, as soon as possible, issue an order declaring him/her to have satisfactorily completed his/her probation. After the issue of such an order, he shall be confirmed by a written order.
- (iv) If the appointing authority decides that the probationer is not suitable for such membership, it shall unless the period of probation is extended, by order discharge him/her from service.

- (v) the Selection Committee may, in the interest of the University and for reasons to be recorded in writing, appoint a person as Controller of Examinations by deputation from the State Government Service, or Central Government Service, on such conditions as it thinks fit.

Librarian

24. (1) **Term of Office:**
The Librarian shall be a full time employee of the University as per his/her service period prescribed by the UGC regulations.
- (2) **Powers and Duties/responsibilities:**
The Librarian shall exercise the following duties and responsibilities, namely:-
- (i) be the ex-officio Secretary of the Library Committee and be responsible for ensuring regular holding of meetings of the Library Committee. he/she shall also record the minutes of the Library Committee and initiate steps for implementation of its decision;
 - (ii) be responsible for the proper management of University Library and for bringing about innovation in Library management, so that the University Library can respond to the changing needs of the time;
 - (iii) be responsible for enforcing discipline amongst Library staff;
 - (iv) be responsible for ensuring timely renewal of journals subscribed and arrange for subscribing to new journals in consultations with the Library Committee;
 - (v) be responsible for preparing a workable scheme in consultation with the Library Advisory Committee for keeping records of books procured by Academic Departments from which ever source they may be procured from time to time for the sake of maintaining a centralized records of books;
 - (vi) be responsible for making arrangement for proper orientation of the teachers and students on the latest development in the matter of use of a University Library;
 - (vii) perform such other duties as may be assigned to him/her by the competent authority of the University from time to time;
- (3) **Mode of appointment:**
The Librarian shall be appointed by the Executive Council as per the recommendation of the Selection Committee to be constituted for the purpose. The mode of recruitment shall be as per UGC regulations.

Director of
Students' Welfare

25. (1) **Term of Office:**
The Director of Students' Welfare shall be a whole-time officer of the University for a period of three years or till he/she attains the age of superannuation, whichever is earlier.

(2) **Conditions of Service:**

The Director of Students' Welfare shall be eligible for re-appointment.

- (i) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per guidelines of University Grants Commission adopted by the Government of Assam.
- (ii) He/she shall be on probation for the first one year of his/her appointment; his/her performance will be reviewed before the probationary period is over, after which he/she may be confirmed for the rest period of the tenure.
- (iii) Whenever there is any temporary vacancy in the Office of the Director of Students' Welfare by reasons of leave, illness or other causes, the Chancellor may, on recommendation of the Executive council, ask the Registrar to perform the duties of Director of Students' Welfare.

(3) **Powers and Duties/Responsibilities:**

The Director of Students Welfare shall exercise following duties and responsibilities namely:-

- (i) be the ex-officio Secretary of the Assam Women's University Sports board.
- (ii) be responsible for organization of games and sports and other extracurricular activities of the students of the University
- (iii) arrange for facilities for academic and general excursion of students sponsored by the University
- (iv) communicates with the guardians of the students concerning their welfare and discipline as and when necessary
- (v) perform such other duties and functions as may be assigned to him/her by the competent authorities from time to time.

(4) **Mode of appointment:**

The Director of Students' Welfare shall be appointed by the Vice Chancellor from amongst the senior most Professors of the University in consultation with the Executive Council.

Superintending
Engineer

26. (1) **Term of Office:**

The Superintending Engineer shall be a whole-time officer of the University for a period of three years or till he/she attains the age of superannuation, whichever is earlier.

(2) **Conditions of Service:**

- (i) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per guidelines of University Grants Commission adopted by the Government of Assam.

- (ii) He/she shall be on probation for the first one year of his/her appointment; his/her performance shall be reviewed before the probationary period is over, after which he/she may be confirmed for the rest of the period of the tenure.
- (iii) Whenever there is any temporary vacancy in the Office of the superintending engineer by reasons of leave, illness or other causes, the Chancellor may, on recommendation of the Executive council, ask the Registrar to perform the duties of Director of Students' Welfare.

(3) **Powers and Duties/Responsibilities:**

The Superintending Engineer shall exercise the following power and responsibilities namely:-

- (i) be under the direct administrative control of the Registrar;
- (ii) exercise general control of the University Works Department and shall be responsible for the preparation of the estimates, supervision of all construction works and repairs, verification of all bills of the contractors, maintenance of drawings, instruments, measurement books, log books and records in proper condition;
- (iii) be solely responsible for proper maintenance of the quality of various constructions/repair works undertaken by the department;
- (iv) assist the Registrar in matters relating to the meetings of the Construction Committee and such other meetings of related committees as may be constituted from time to time;
- (v) perform such other duties as may be assigned to him/her by the competent authorities from time to time.

(4) **Mode of Appointment**

The Superintending Engineer shall be appointed by the Executive Council as per the recommendation of the Selection committee constituted under the chairpersonship of the Vice Chancellor of Assam Women's University;

Chief Medical
Officer:

27. (1) **Term of Office**

The Chief Medical Officer shall be a whole-time officer of the University for a period of five years or till he/she attains the age of superannuation, whichever is earlier.

(2) **Conditions of Service**

- (i) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per guidelines of University Grants Commission adopted by the Government of Assam;

- (ii) He/she shall be on probation for the first one year of his/her appointment; his/her performance shall be reviewed before the probationary period is over, after which he/she may be confirmed for the rest period of the tenure;
 - (iii) Whenever there is any temporary vacancy in the Office of the Chief Medical officer reasons of leave, illness or other causes, the Chancellor may, on recommendation of the Executive council, ask the Registrar to perform the duties of Director of Students' Welfare;
- (3) **Powers and Duties/Responsibilities:**
The Chief Medical Officer shall exercise following duties and responsibilities namely:-
- (i) The Chief Medical Officer shall function under the Registrar;
 - (ii) He/she shall be responsible for proper maintenance of the University hospital(s) in respect of its up keeping and quality of services to be provided to the residents of the University Campus;
 - (iii) He/she shall be required to stay in the University Campus and there shall be no specific duty hours for him/her;
 - (iv) He/she shall be responsible for proper coordination with other outside agencies for maintenance of health and hygiene of the inmates of the University Campus;
 - (v) He/she shall also be responsible for coordination with other outside/Government. agencies for timely implementation of various immunization/eradication programmes for the better health of the Campus;
 - (vi) He/she shall allot duties to the Medical Officers, Paramedical Staff and supporting staff of the hospital including maintenance and proper use of the Ambulance;
 - (vii) for betterment of hospital services.
 - (viii) He/she shall be responsible for formulating innovative schemes. He/she shall be responsible for any other duties and responsibilities, not covered above but may arise from time to time or as may be assigned to him/her by the competent authorities.
- (4) **Mode of Appointment:**
The Chief Medical Officer shall be appointed by the Executive Council as per the recommendation of the selection committee constituted under the chairpersonship of the Vice Chancellor.

CHAPTER-VII

Teaching and Non-teaching staff of the University

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| Qualifications for the various cadres of the teachers | 28. | <p>The qualifications for the various categories of the teachers working in the University Schools, University Departments, shall be as recommended by the University Grants Commission and AICTE and other Apex bodies and accepted by the Government and the University, from time to time:</p> <p>Provided that, the qualifications for the teachers teaching professional courses shall be as recommended by the respective Central Council established by the Act of the Parliament and accepted by the Government and the University, from time to time.</p> |
| Workload and Duties of Teachers
Mode of Appointment: | 29. | <p>The credit hours/work load of full employed teachers shall be as per UGC regulations published from time to time.</p> |
| Professors, Associate Professors and Assistant Professors | 30. | <p>(a) For the selection of the Professors and Associate Professors, committee with following members shall be constituted namely:-</p> <ul style="list-style-type: none"> (i) The Vice Chancellor, Ex-Officio Chairperson; (ii) One Expert nominated by the Chancellor; (iii) One member of the Executive Council nominated by the Vice Chancellor; (iv) three subject experts not being in the service of the University approved by the Executive Council; (v) the HoD concerned; (vi) The Registrar, as member secretary (vii) One Woman member <p>(b) For selection of Assistant Professors, the Selection Committee with following members shall be constituted.</p> <ul style="list-style-type: none"> (i) the Vice Chancellor, Ex-Officio Chairperson; (ii) One Expert nominated by the Chancellor; (iii) one member of the Executive Council nominated by the Vice-Chancellor; (iv) two subject experts not being in the service of the University approved by the Executive Council; <p>Executive Council;</p> <ul style="list-style-type: none"> (v) the Head of the concerned Department or the Professor in charge; (vi) The Registrar, as member secretary (vii) the Dean of the concerned Faculty (viii) One Woman member <p>(c) Temporary Appointment:</p> <p>In exceptional circumstances and in the interest of the students and teaching, the Vice-Chancellor shall make a temporary appointment</p> |

against the permanent post for a period of one academic year. Provided that, the mode of Selection and constitution of Selection Committee for such post shall be as per the Act.

(d) Non-teaching staff of the University:

The non-teaching positions shall be filled up as per guidelines and norms of the University Grant Commission or the state Government from time to time, whichever is applicable.

Removal of
Employees of the
University:

31. (1) When there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice Chancellor. in the case of the teacher or member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee, may, by order, in writing place such teacher, member of the academic staff or other employee as the case may be under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made.
 - (a) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teacher and other Academic staff, and the appointing authority, in respect of other employees, shall have the power to remove a teacher or a member of the academic staff, or as the case may be, other employee on grounds of misconduct.
 - (b) Save as aforesaid, the Executive Council, or as the case may be, the appointing authority shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good case and after three months' notice or on payment of three months' salary in lieu thereof.
 - (c) No teacher, member of the academic staff or other employee shall be removed unless he/she has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.
 - (d) The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made:

Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his/her removal shall take effect from the date of serving such order.
- (2) Notwithstanding anything contained in the foregoing provisions of this/her Statute, a teacher, member of the academic staff or other employee may resign:

- (a) If he/she is a permanent employee, only after giving three months' notice in writing to the Vice Chancellor or the appointing authority, as the case may be, or by paying preceding three months' salary in lieu thereof;
- (b) If he/she is not a permanent employee, only after giving one month's notice in writing to the Vice Chancellor or as the case may be, the appointing authority, or by paying preceding one months' salary in lieu thereof.

CHAPTER-VIII

Honorary Degrees

Award of Honorary Degrees

32. (1) Person on whom Honorary Degrees may be conferred:- On the recommendation of the Executive Council, an honorary degree may be conferred on distinguished persons approved by the University who, by reason of their eminent position and attainments or by virtue of their contribution to learning or eminent services to the cause of education are fit and proper persons to receive such a degree, subject to the condition that such recommendation is accepted by not less than two-thirds of the members present at a meeting of the Court and is confirmed by the Chancellor:

Provided that it shall be competent for the Chancellor to award honorary degrees in special cases, on the recommendation of the Executive Council alone.

- (2) Conferment: -

Honorary degrees shall be conferred only at Convocation, and may be taken in person or in absentia.

- (3) Presentation of persons: -

The presentation at the Convocation of the person on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his/her absence, by a member of the Court nominated by the Executive Council.

- (4) Authentication: -

The Diploma or Certificate for an, honorary degree shall be signed by the Chancellor.

- (5) Degrees to be conferred: -

To be decided by the Executive Council shall decided from time to time for conferring Degree, diploma and certificates.

CHAPTER-IX**Withdrawal or Cancellation of Degrees, Diplomas, Titles, Etc.****Procedure**

33. If evidence is laid before the Executive Council to show that any person on whom a degree, title or other distinction has been conferred or to whom a diploma, license or certificate has been granted by the Court, has been convicted of what in their opinion is an offence involving moral delinquency, the Executive Council may propose to the Court that the degree, diploma, title, license, certificate or other distinction shall be cancelled, and if the proposal is accepted by not less than two-thirds of the members present at a meeting of the Court and is confirmed by the Chancellor, the degree, diploma, title, license, certificate or other distinction shall be cancelled accordingly:

Provided that before cancellation of the degree, diploma, title, license, certificate, or other distinction of a person, the person affected shall be given a reasonable opportunity to present his/her case.

CHAPTER-X**Fellowships or Scholarships****University
Research
Fellowships**

34. (1) The University shall provide the following three categories of scholarships, provided the funds are available,-
- (a) Senior Research Fellowships;
 - (b) Special Research Fellowships for teachers; and
 - (c) Junior Research Fellowships.
- (2) The number of Fellowships that may be awarded each year shall be decided by the Executive Council from time to time.
- (3) The value of Fellowships, minimum qualifications for the award and other terms and conditions shall be such as may be prescribed in the Ordinances.

**Selection
Committee**

35. The Fellowships shall be awarded by the Executive Council, on the recommendation of the Selection Committee constituted by the Vice-Chancellor for the said purpose.

The Selection Committee shall consist of the following members,-

- (i) The Dean of the Faculty concerned;
- (ii) The Head of the Department in the subject concerned or in the absence of the Head of the Department, the Chairperson of the Board of Studies concerned; and
- (iii) The Convener of the Standing Committee of the Executive Council dealing with Research Fellowships.

CHAPTER-XI**Finance and Accounts of the University**

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| The University Funds | 36. | <p>(i) The amounts received from the following sources shall form part of the University's Fund, namely:-</p> <ul style="list-style-type: none"> (a) any contribution or grant made by the Government; (b) any contribution or grant made by the University Grants Commission; (c) any contribution or grant made by the Central Government and its agencies; (d) any bequests, donations, endowments or other grants made by the private individuals or institutions; (e) the income received by the University from fees and charges; (f) the amount borrowed by the University; and (g) the amounts received from any other source. <p>(ii) The fund shall be kept in a nationalized bank or invested in securities authorized by the Indian Trust Act, 1882, as may be decided by the Executive Council.</p> <p>(iii) The fund shall be operated by the Registrar or by an Officer of the University not below the rank of an Assistant Registrar authorized on his/her behalf by the Vice-Chancellor.</p> |
| Annual Accounts | 37. | <p>(1) The annual accounts of the University shall be prepared under the directions of the Executive Council and shall be submitted to the Government for audit.</p> <p>(2) The annual accounts together with the Audit report thereon shall be published by the Executive Council, and copies of such accounts and Audit report shall be submitted to the Government after being cleared by the university Court.</p> |
| Annual Finance | 38. | <p>(1) The University shall prepare the budget Estimates before 31st December and place before the Executive Council for the ensuing year for approval</p> <p>(2) The Executive Council may, in urgent cases where expenditure in excess of the amounts provided for in the Budget is found to be necessary, for reasons to be recorded in writing, incur such expenditure.</p> |

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| Audit of
Accounts of the
university | 39. | <p>(1) The Government shall appoint auditors of the accounts of the University and of the institutions under its management.</p> <p>(2) The auditors shall maintain a continuous audit of the accounts of the University and may after giving due intimation, conduct local audit of any institution under the management and control of the University.</p> <p>(3) The University shall bear the cost of the audit as fixed by the Government.</p> <p>(4) After completing the audit for a year or for any shorter period or for any transaction or series of transactions, the auditors shall send a report to the University and a duplicate copy thereof to the Government.</p> <p>(5) The auditors shall specify in the report under sub-section (4) all cases of irregular, illegal or improper expenditure or of failure to recover moneys or other property due to the University or of any loss or waste of money or other property thereof caused by neglect or misconduct of the officers and authorities of the University.</p> <p>(6) The auditors shall also report on any other matter relating to the accounts of the University as may be required by the Government.</p> <p>(7) The University shall forthwith remedy any defect or irregularity pointed out by the auditors and report the action taken to the Government.</p> |
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CHAPTER-X

Miscellaneous

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| Terms and
Conditions of
Service and Code
of Conduct of
Employees: | 40. | <p>(1) All employees of the University, teaching and non-teaching shall in absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the Ordinances and as amended from time to time.</p> |
| Seniority list: | 41. | <p>(1) Whenever in accordance with the Statutes any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his/her grade and in accordance with such other principles as laid down in the Ordinances, Rules and Regulations</p> <p>(ii) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of these Statutes.</p> |

Pension,
Insurance and
Provident Funds

42. With the previous approval of the Government, the University shall make appropriate provisions for the benefit of its officers, teachers and non-teaching staff under its control in matter of insurance, pension and provident fund and for such other benefits as it may deem fit, in such manner as may be prescribed by the Ordinances.

M. S. MANIVANNAN,

Commissioner & Secretary to the Govt. of Assam,
Higher Education Department.